

pTracker User's Guide

EUROCONTROL

pTracker User's Guide

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Privileges and Views

This chapter briefly presents privileges and views used in the pTracker.

Privileges

pTracker user base is taken from AIS AGORA (www.eurocontrol.int/aisagora). The pTracker consists of four different types of users:

- *Guest:* All registered AIS AGORA users are by default guest users and they are allowed to see publication announcements;
- *Publisher:* Users who are allowed to announce their publications;
- *Recipient:* Users who are allowed to log reception dates for announced publications from other users.
- *Publisher/Recipient:* Users who can both announce their publications and log reception dates for announced publications from other users.

When you enter into the system, if you do not have **Add** link in the **All Publications View** or **My Publications** link in the menu, it means that you don't have sufficient privileges for announcing a publication.

When you enter into the system, if you do not have reception links (last column with reception date links or **check** buttons) in the **All Publications View** or **My Received Publications** link in the menu, it means that you don't have sufficient privileges for entering reception details.

MENU

- [All Publications](#)
- [My Publications](#)
- [My Received Publications](#)
- [Logout](#)

List: All Publications

[Show all](#) [Search](#) [Add](#)

Only publishers can add publications and see reception details associated to his publications

Only receivers can enter reception details

Publishing State	Publication Type	Publication No. (*)	Effective Date	Dispatch Date	Comments (*)
Slovakia	AIRAC AMDT				
Greece	AIRAC AMDT				04/04/2005
Belgium	CD				28/01/2006
Romania	AIRAC AMDT				04/04/2005
Spain	AIRAC AMDT				04/04/2005
Poland	AIRAC AMDT				15/04/2005
Norway	AIRAC AMDT				<input checked="" type="checkbox"/>
Czech Republic	AIRAC AMDT				10/03/2005
Ukraine	AIRAC AMDT				11/04/2005
Serbia and Montenegro	AIRAC AMDT				06/04/2005
Austria	AIRAC AMDT				06/04/2005
Czech Republic	AIRAC AMDT				06/04/2005
Latvia	AIRAC AMDT				06/04/2005
Denmark	AIRAC AMDT				<input checked="" type="checkbox"/>
Sweden	AIRAC AMDT				22/03/2005

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Figure 1 Changes according to Privileges

View: All Publications

This view is visible to both publishers and recipients. It presents all publications ordered by effective date. Publishers can announce their publications or recipients can enter their reception details via this view.

<div>MENU</div> <div> All Publications </div> <div> My Publications </div> <div> My Received Publications </div> <div> Logout </div>		<div>List: All Publications</div> <div> Show all Search </div> <div> Add </div>				
Publishing State	Publication Type	Publication No (*)	Effective Date	Dispatch Date	Comments (*)	
Slovakia	AIRAC AMDT					
Greece	AIRAC AMDT					04/04/2005
Belgium	CD					28/01/2006
Romania	AIRAC AMDT					04/04/2005
Spain	AIRAC AMDT					04/04/2005
Poland	AIRAC AMDT					15/04/2005
Norway	AIRAC AMDT					
Czech Republic	AIRAC AMDT					10/03/2005
Ukraine	AIRAC AMDT					11/04/2005
Serbia and Montenegro	AIRAC AMDT					06/04/2005
Austria	AIRAC AMDT					06/04/2005
Czech Republic	AIRAC AMDT					06/04/2005
Latvia	AIRAC AMDT					06/04/2005
Denmark	AIRAC AMDT					
Sweden	AIRAC AMDT					22/03/2005

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Figure 2 View – All Publications

A publisher uses **Add** link to announce a publication. A recipient can enter his reception details by using the last column. There are three distinct cases:

- *No link*: it means that the associated publication was announced by you. Therefore, you can not enter reception details
- *Reception date*: you have already entered reception detail for the associated publication. You can use the link with reception date to view your entry.
- *Check button*: you didn't yet receive this document. You can enter your reception details by clicking on this button.

Publishing State	Publication Type	Comments (*)	
Greece	AIRAC AMDT		22/10/2004
Ukraine	AIRAC AMDT		22/10/2004
Slovakia	AIRAC AMDT		
Netherlands	AIRAC AMDT		28/10/2004
United Kingdom	CD		
Georgia	AIRAC AMDT		20/10/2004
Belgium	CD		
Switzerland	AIRAC AMDT		20/10/2004
Moldova	AIRAC AMDT		28/10/2004
Germany	AIRAC AMDT		20/10/2004
Germany	AIRAC AMDT		04/10/2004
Turkey	AIP AMDT		
Croatia	AIRAC AMDT		24/09/2004
Russia	AIRAC AMDT		
Poland	AIRAC AMDT		24/09/2004

Empty column means that the publication was announced by you. Therefore, you can not receive it.

If you already entered reception details. You will see the reception date. You can use this link to view the reception details.

If you already entered reception details. You will see the reception date. You can use this link to view the reception details.

Figure 3 Possible Cases for Recipients

The [Search](#) link provides search utility for publications. The search screen allows you to filter publications with respect to the following attributes:

- Publishing State,
- Publication type,
- Publication number,
- Effective date interval,
- Dispatch date interval.

MENU

[All Publications](#)

[My Publications](#)

[My Received Publications](#)

[Logout](#)

Search List: All Publications

[Back to List](#)

Publishing State	=	Turkey
Publication Type	=	AIP AMDT
Publication No	LIKE	
Effective Date	>=	29/01/2006
	<=	01/03/2006
Dispatch Date	>=	
	<=	

Search

Figure 4 Search Page for All Publications

View: My Publications

This view is only accessible by publishers. It presents a read-only list of all of your announced publications ordered by effective date. The **Export to Excel** link produces an Excel report containing all of your publications and associated reception details.

MENU

[All Publications](#)

[My Publications](#)

[My Received Publications](#)

[Logout](#)

List: My Publications

[Show all](#) [Search](#)

[Export to Excel](#)

Publication Type	Publication No (*)	Effective Date	Dispatch Date	Comments (*)	
AIRAC AMDT	83	12/05/2005	29/03/2005		Recipients
AIRAC AMDT	82	14/04/2005	22/02/2005		Recipients
AIRAC AMDT	81	17/02/2005	23/12/2004		Recipients
AIRAC AMDT	80	25/11/2004	04/10/2004		Recipients
AIRAC AMDT	79	10/06/2004	26/04/2004		Recipients
AIRAC AMDT	78	13/05/2004	29/03/2004		Recipients
AIRAC AMDT	77	15/04/2004	01/03/2004		Recipients
AIRAC AMDT	76	18/03/2004	30/01/2004		Recipients
AIRAC AMDT	75	19/02/2004	29/12/2003		Recipients
AIRAC AMDT	74	22/01/2004	05/12/2003		Recipients
AIRAC AMDT	73	25/12/2003	05/11/2003		Recipients
AIRAC AMDT	72	27/11/2003	13/10/2003		Recipients
AIRAC AMDT	71	30/10/2003	05/09/2003		Recipients
AIRAC AMDT	70	02/10/2003	13/08/2003		Recipients
AIRAC AMDT	69	07/08/2003	16/06/2003		Recipients

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Figure 5 View – My Publications

The **Search** link provides search utility for your publications. The search screen allows you to filter your publications with respect to the following attributes:

- Publication type,

Effective date interval,

Publication number,

Dispatch date interval.

MENU

[All Publications](#)

[My Publications](#)

[My Received Publications](#)

[Logout](#)

Search List: My Publications

[Back to List](#)

Publication Type	=	<div>Please Select</div>
Publication No	LIKE	<div>Please Select</div>
Effective Date	>=	<div>CD</div>
	<=	<div>AIRAC AMDT</div>
Dispatch Date	>=	<div>AIP AMDT</div>
	<=	<div>AIRAC SUP</div>
		<div>AIP</div>

Search

Figure 6 Search Page for My Publications

Please note that the current search filter is kept until you do another search or click on **Show All** link.

You can inspect recipients of your publications by clicking on **Recipients** link:

Publication Type	Publication No (*)	Effective Date	Dispatch Date	Comments (*)	
AIRAC AMDT					Recipients

Figure 7 Recipients Link

This action will show all recipients for the selected publication:

MENU

[All Publications](#)

[My Publications](#)

[My Received Publications](#)

[Logout](#)

Selected Publication From: My Publications

[Back to List](#)

Publication Type	Publication No	Effective Date	Dispatch Date	Comments
AIRAC AMDT				

List: Recipients of the Selected Publication

Recipient of Publication	Reception Date	Means
Italy		POST
Spain		POST
Lithuania		POST
NGA-Germany		POST
Norway		POST
Serbia and Montenegro		POST
Eurocontrol		POST
Croatia		POST
Air Canada		POST
EAG UK		POST

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Figure 8 Reception Details for Selected Publication

View: My Received Publications

This view is only accessible by recipients. It presents a read-only list of all your receptions details ordered by reception date. The **Export to Excel** link produces an Excel report containing all of publications for which you have entered a reception detail.

<div>MENU</div> <div> All Publications </div> <div> My Publications </div> <div> My Received Publications </div> <div> Logout </div>		<div>List: My Received Publications</div> <div> Show all Search </div> <div> Export to Excel </div>					
Publishing State	Publication Type	Publication Number (*)	Effective Date	Dispatch Date	Comments (*)	Reception Date	Means
Italy	AIRAC AMDT					04/04/2005	POST
Spain	AIRAC AMDT					04/04/2005	POST
United Kingdom	AIRAC AMDT					04/04/2005	POST
Sweden	AIRAC AMDT					22/03/2005	POST
Austria	AIRAC AMDT					06/04/2005	POST
Czech Republic	AIRAC AMDT					06/04/2005	POST
Greece	AIRAC AMDT					04/04/2005	POST
Norway	AIRAC AMDT					07/03/2005	POST
Latvia	AIRAC AMDT					06/04/2005	POST
Belgium	CD					28/01/2006	AGORA
Hungary	AIRAC AMDT					19/04/2005	POST
Poland	AIRAC AMDT					15/04/2005	POST
Germany	AIRAC AMDT					04/04/2005	POST
Romania	AIRAC AMDT					04/04/2005	POST
Netherlands	AIRAC AMDT					19/04/2005	POST

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Figure 9 View – My Received Publications

The **Search** link provides search utility for your reception details and associated publications. The search screen allows you to filter your reception details with respect to the following attributes:

- Publishing State,
- Publication type,
- Publication number,
- Effective date interval,
- Dispatch date interval,
- Comments,
- Reception date interval and
- Means of receptions.

MENU		
All Publications		
My Publications		
My Received Publications		
Logout		

Search List: My Received Publications

[Back to List](#)

Publishing State	=	Turkey
Publication Type	=	AIP AMDT
Publication Number	LIKE	
Effective Date	>=	
	<=	
Dispatch Date	>=	
	<=	
Comments	LIKE	
Reception Date	>=	
	<=	
Means	=	POST

Search

Figure 10 Search Page for My Received Publications

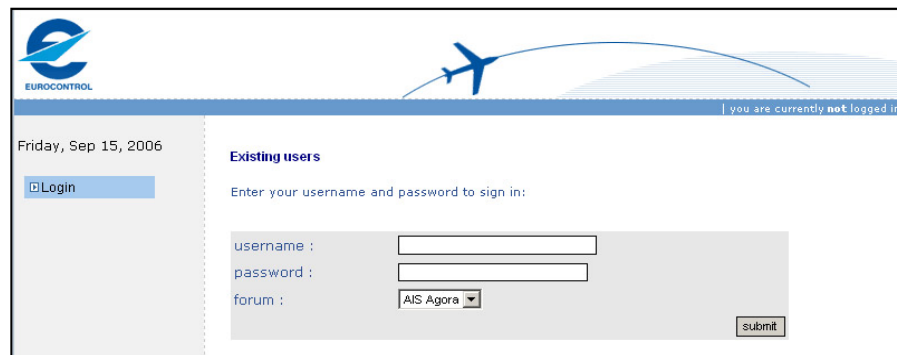
Please note that the current search filter is kept until you do another search or click on **Show All** link.

How tos

This chapter contains how to use PTracker.

How to Login

Please provide user name and password that you are using to enter into the AIS Agora in the login screen at <https://www.eurocontrol.int/aisagora>



Select “pTracker” in the left pane menu to open the application



How to Announce a Publication

ANNOUNCE A PUBLICATION

1. Select **All Publications** from the menu.
2. Click on **Add** link.
3. Enter details related to your publication.
 - a. Select your publication type.
 - b. Type publication number.
 - c. Enter effective date.
 - A. If the publication is based on AIRAC, you can select effective date from the associated list.
 - B. Otherwise, you can directly type effective date or use the pop-up calendar.
 - d. Type dispatch date in “dd/mm/yyyy” format or use the pop-up calendar.
 - e. If applicable, provide your comments about your publication.
4. Click on **Add** button to confirm your changes or **Back to List** to cancel.

P3 WEB - Publisher/Receiver

Menu: [All Publications](#) (1), [My Publications](#), [My Received Publications](#), [Logout](#)

List: All Publications

[Add](#) (2) [Back to List](#)

P3 WEB - Publisher/Receiver

Add to List: All Publications

[Back to List](#)

Publishing State: Your State (3)

Publication Type: AIP AMDT

Publication No: 1

Effective Date: [Calendar] (3)

Dispatch Date:

Comments:

[Add](#) (4)

Button for pop-up calendar

Calendar: January 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Today is Sun, 29 Jan 2006

Figure 11 Announce a Publication (non-AIRAC)

P3 WEB - Publisher/Receiver

MENU

- [All Publications](#) 1
- [My Publications](#)
- [My Received Publications](#)
- [Logout](#)

List: All Publications

[Show all](#)

[Add](#) 2

[Publishing State](#)

Slovakia

P3 WEB - Publisher/Receiver

Add to List: All Publications

[Back to List](#)

List of AIRAC effective dates 3

Publishing State: Your State

Publication Type: AIRAC AMDT

Publication No: 1

AIRAC Effective Date: 16/03/2006

Dispatch Date: 16/03/2006

Comments:

[Add](#) 4

16/03/2006
13/04/2006
11/05/2006
16/02/2006
19/01/2006
22/12/2005

Figure 12 Announce a Publication (AIRAC)



Please note that once you have entered your publication, you are not allowed to change or delete it. Main reason for this limitation is to avoid that you modify or delete a publication with reception details. Therefore, proceed carefully. If you make mistake, please contact P3 Project Manager.

How to Enter Reception Details

ENTER RECEPTION DETAILS

1. Select **All Publications** from the menu.
2. Click on **Check** button associated to the publication for which you want to enter reception details.
3. Verify whether you have selected the correct publication.
4. Click on **Add My Reception** button.
5. Enter reception details.
 - a. Type reception date in "dd/mm/yyyy" format or use the pop-up calendar.
 - b. Select means of reception.
6. Click on **Add** button to confirm your changes or **Back to List** to cancel.

P3 WEB - Publisher/Receiver

MENU

[All Publications](#)

[My Publications](#)

[My Received Publications](#)

[Logout](#)

List: All Publications

[Show all](#) [Search](#)

[Add](#)

Publishing State	Publication Type	Publication No (*)	Effective Date	Dispatch Date	Comments (*)
Slovakia	AIRAC AMDT	83	12/05/2005	29/03/2005	

Selected Publication From: All Publications

[Back to List](#)

Publishing State	Publication Type	Publication No	Effective Date	Dispatch Date	Comments
Slovakia	AIRAC AMDT	83	12/05/2005	29/03/2005	

List: Received Publications

[Recipient of Publication](#)

[Reception Details](#)

[Add My Reception](#)

P3 WEB - Publisher/Receiver

Add to List: Received Publications

[Back to List](#)

Recipient of Publication	Your State
Reception Date	<input type="text" value="29/01/2006"/>
Means	<div style="border: 1px solid black; padding: 2px;"> Please Select </div> <div style="border: 1px solid black; padding: 2px;"> Please Select AFL AGORA DHL EMAIL FEDEX OTHER POST WEB WEB-PAGE </div>

[Add](#)

Figure 13 Entering a Reception Detail



Please note that once you have entered your reception details, you are not allowed to change or delete it. Therefore, data entry is made in two steps. The first step allows you to verify the selected publication. If you make mistake while entering you reception details, please contact P3 Project Manager.

How to Search

SEARCH

1.

Select **any view** from the menu.
2.

Click on **Search** link.
3.

Specify your search condition in the new window.
4.

Click on **Search** button.

MENU

[All Publications](#)

[My Publications](#)

[My Received Publications](#)

[Logout](#)

List: All Publications

[Show all](#) [Search](#)

[Add](#)

Publishing State	Publication Type	Publication No (*)	Effective Date	Dispatch Date	Comments (*)
Slovakia	A				
Greece	A				

MENU

[All Publications](#)

[My Publications](#)

[My Received Publications](#)

[Logout](#)

Search List: All Publications

[Back to List](#)

Publishing State

=

Turkey

Publication Type

=

AIP AMDT

Publication No

LIKE

Effective Date

>=

29/01/2006

<=

01/03/2006

Dispatch Date

>=

<=

Search

Figure 14 Searching



Please note that the current search filter is kept until you do another search or click on **Show All** link.

How to Sort

SORT

1. Select **any view** from the menu.
2. Click on the **Column Name** link in the list.
 - a. If necessary, click again on the **Column Name** link in the list to change sort order.

1

MENU

[All Publications](#)

[My Publications](#)

[My Received Publications](#)

[Logout](#)

List: All Publications

[Show all](#)

[Search](#)

[Add](#)

2


Publishing State	Publication Type	Publication No (*)	Effective Date 	Dispatch Date	Comments (*)	
Slovakia	AIRAC AMDT					
Greece	AIRAC AMDT					04/04/2005

Figure 15 Sorting



Please note that the current sorting preference is kept until you do another sort.

How to Export to Excel

EXPORT TO EXCEL

1. Select **My Publications** or **My Received Publications** from the menu.
2. Click on **Export to Excel** link.

Frequently Asked Questions

This chapter contains Frequently Asked Questions (FAQs) related to the use of PTracker. Please refer to this chapter before raising any questions.

I never received a publication; how should I enter my reception details?

You can only enter reception details with a reception date. For such cases, you have to inform the pTracker facilitator at ais.agora@eurocontrol.int.

I received same publication twice; what should I do?

pTracker allows only one reception detail for the same publication and recipient. Therefore, you will not be able to enter such cases.

Which date format should I use?

All dates should be expressed in “dd/mm/yyyy” format.

I am not able announce to a publication; what should I do?

Please contact the pTracker facilitator at ais.agora@eurocontrol.int to have sufficient rights for announcing publications.

I am not able to enter reception details; what should I do?

Please contact the pTracker facilitator at ais.agora@eurocontrol.int to have sufficient rights for announcing publications.

What to do when the state and the product is not on the list despite we have received AIRAC AMDT or SUP?

Please contact the pTracker facilitator at ais.agora@eurocontrol.int to add any additional state and product.

Can we have several recipients for one State? (e.g. NOF, ARO, AIP...)

It is possible to have more than one recipient for one State.
